

Introduction to iLinc

iLinc version 8

**Northwest Center for Public Health Practice
University of Washington
Seattle, WA**

June 2006



With iLinc we can...

- Present PowerPoint slides
 - Slides are converted to images (sorry, no animation)
- Open and show Web sites
- Use a whiteboard for brainstorming or dot voting
- Do instant feedback polls
 - Ask questions to audience
 - Capture instant feedback in pie chart

It's a Virtual Classroom or Meeting Room!



What does iLinc look like?

Learner's Palette

Floor
Holder's
Photo
(presenter)

The Learner's Palette is a vertical sidebar on the left side of the iLinc interface. It contains several sections: a status bar at the top with a hand icon, a 'PRESENTING' button, and contact information (Phone: 1-800-379-6841, Passcode: TBD); a 'Presenter' section with a photo of Nicola Marsden-Haug; an 'Attendees' section with a list of names (Nicola Marsden-Haug, Rick Bruch); a 'Content' section with icons for various media types; a 'Feedback' section with a text input field; and a 'Text Chat' section with a text input field and a 'Send' button.

Participant Pictures



iLinc Tools

Check out the
functions on
the Learner's
Palette

Hand Raise

Attendee
List

Content

Feedback
Polling

Text Chat

Teleconference
Dial-in & PIN

Presenter's
Control
("Take the floor")

The screenshot displays the iLinc web interface with several panels and controls. At the top, there is a header bar with the iLinc logo, a status bar showing 'PRESENTING', and a 'Menu' button. Below the header, there is a section for 'Phone: 1-800-379-6841' and 'Passcode: TBD'. The main content area is divided into several sections: 'Presenter' (showing a video feed of a woman), 'Attendees | 2' (showing a list of attendees: Nicola Marsden... and Rick Bruch), 'Content' (showing icons for various content types), 'Feedback' (showing a poll with options A, B, C, D, and No Answer), and 'Text Chat' (showing a text input box and a 'Send' button). Yellow arrows point from the text labels on the left and right to the corresponding controls in the interface.

Hand Raise

Teleconference
Dial-in & PIN

Presenter's
Control
("Take the floor")

Attendee
List

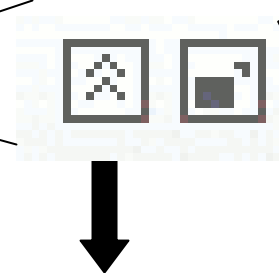
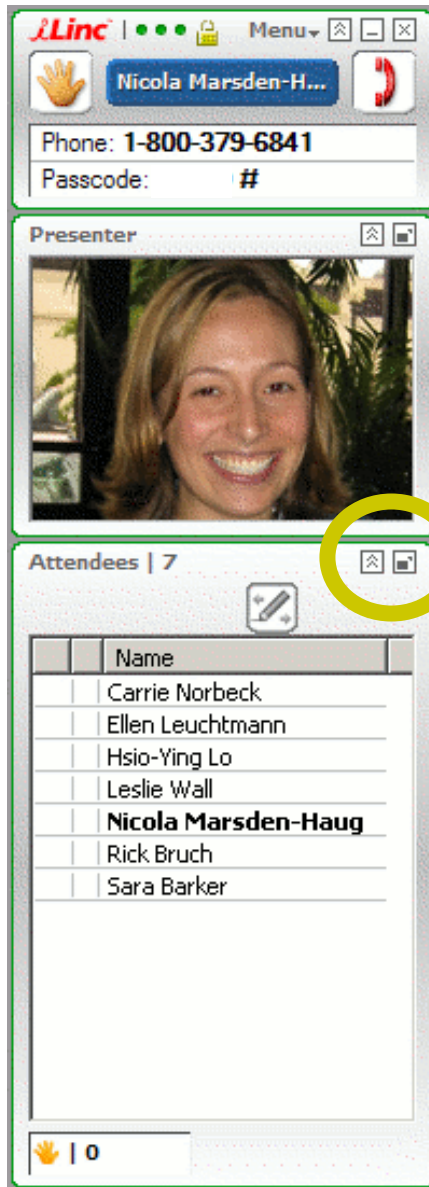
Content

Feedback
Polling

Text Chat



Expanding iLinc Toolbar Windows

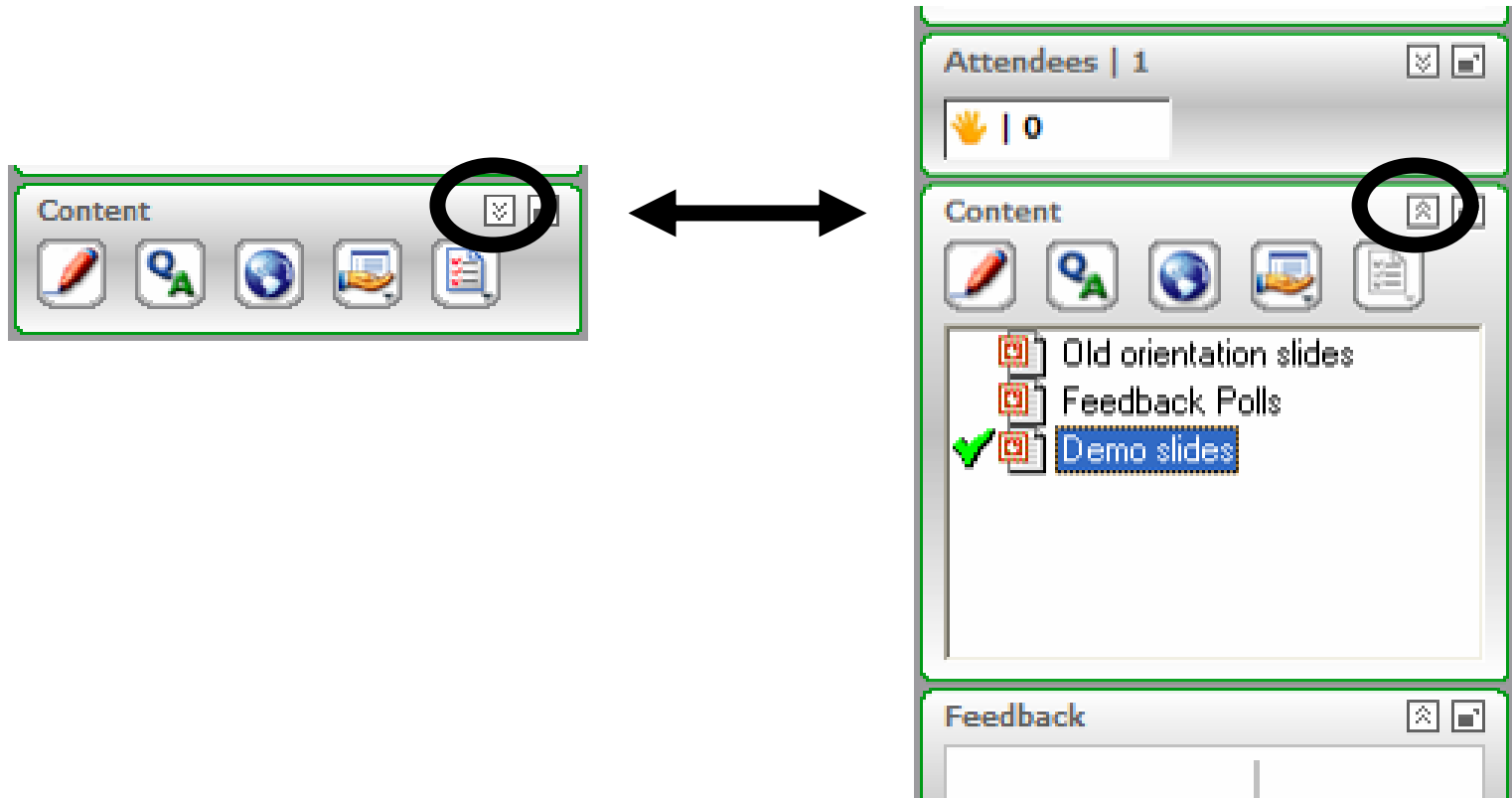


1. Expand or Collapse the window within the left panel (Learner's Palette)

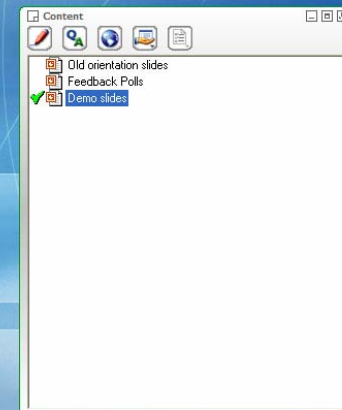
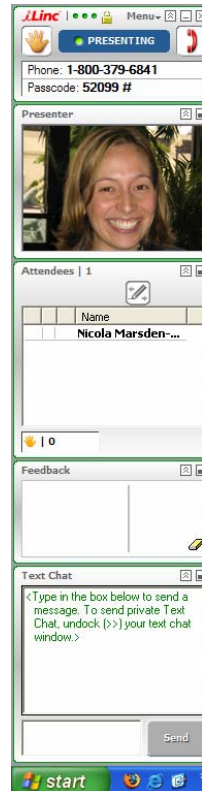
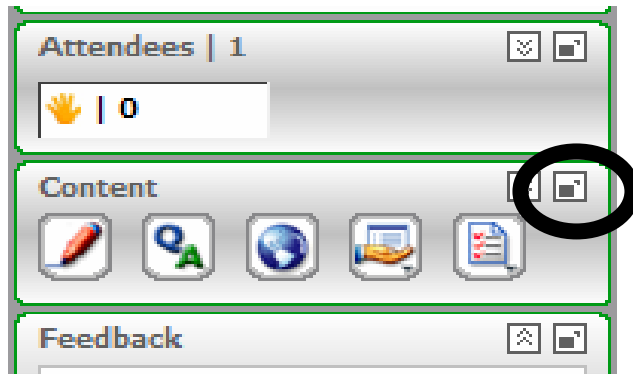
2. Open as a pop-up window in a resizable format.



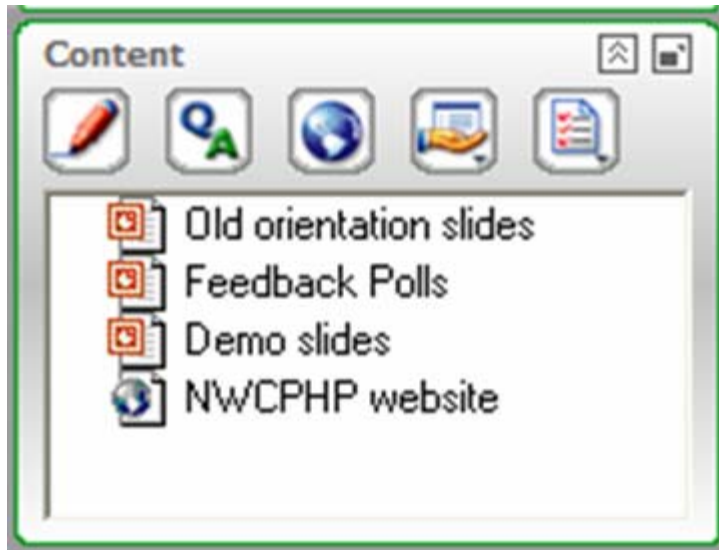
1. Expand/Collapse within left panel



2. Open as new pop-up window



Viewing Content



All items pre-loaded into the session* are visible in the CONTENT section.

Double-click on an item to open it.



* See "Session Set Up"

New view: iLinc Powerboard

Learner's Palette

Presenter's Tools

Floor
Holder's
Photo
(presenter)

Presentation
window
"Powerboard"

The screenshot displays the iLinc Powerboard interface. On the left is the 'Learner's Palette' sidebar, and on the right is the 'Presenter's Tools' toolbar. The main area shows a presentation slide titled 'HOT TOPICS IN PREPAREDNESS' with a red hexagonal icon on the left. The slide content includes a 'Title' field, a list of topics (Old orientation slides, Feedback Polls, Demo slides), a 'Feedback' section, and a 'Text Chat' section. The footer of the slide contains contact information for the Northwest Center for Public Health Practice.

Presenter's Tools: File, Edit, Insert, Control, View, Help. Page 1 of 12.

Learner's Palette:

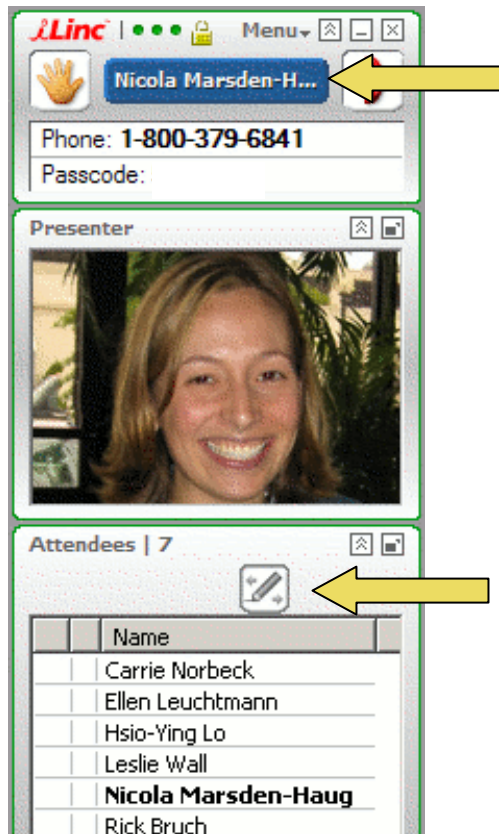
- PRESENTING:** Phone: 1-800-379-6841, Passcode: 52099 #
- Presenter:** Photo of Nicola Marsden...
- Attendees | 1:** Name: Nicola Marsden...
- Content:** Old orientation slides, Feedback Polls, Demo slides
- Feedback:**
- Text Chat:** <Type in the box below to send a message. To send private Text Chat, undock (>>) your text chat window.>

Slide Content:

- HTIP HOT TOPICS IN PREPAREDNESS**
- Title**
- Presenter Name, Degree**
- Title**
- Agency/Organization**
- For Audio dial: 1-800-379-6841**
- Passcode: #**
- Northwest Center for Public Health Practice**

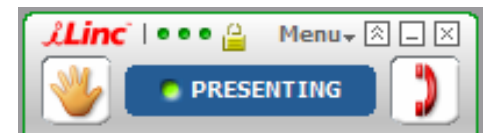
Using the Presenter's Tools

- Presenter's tools are only active (available) to the floor holder
- Two ways to take the floor:



1. Click the presentation control button.

Single click. You will then see “Presenting” show on your screen:



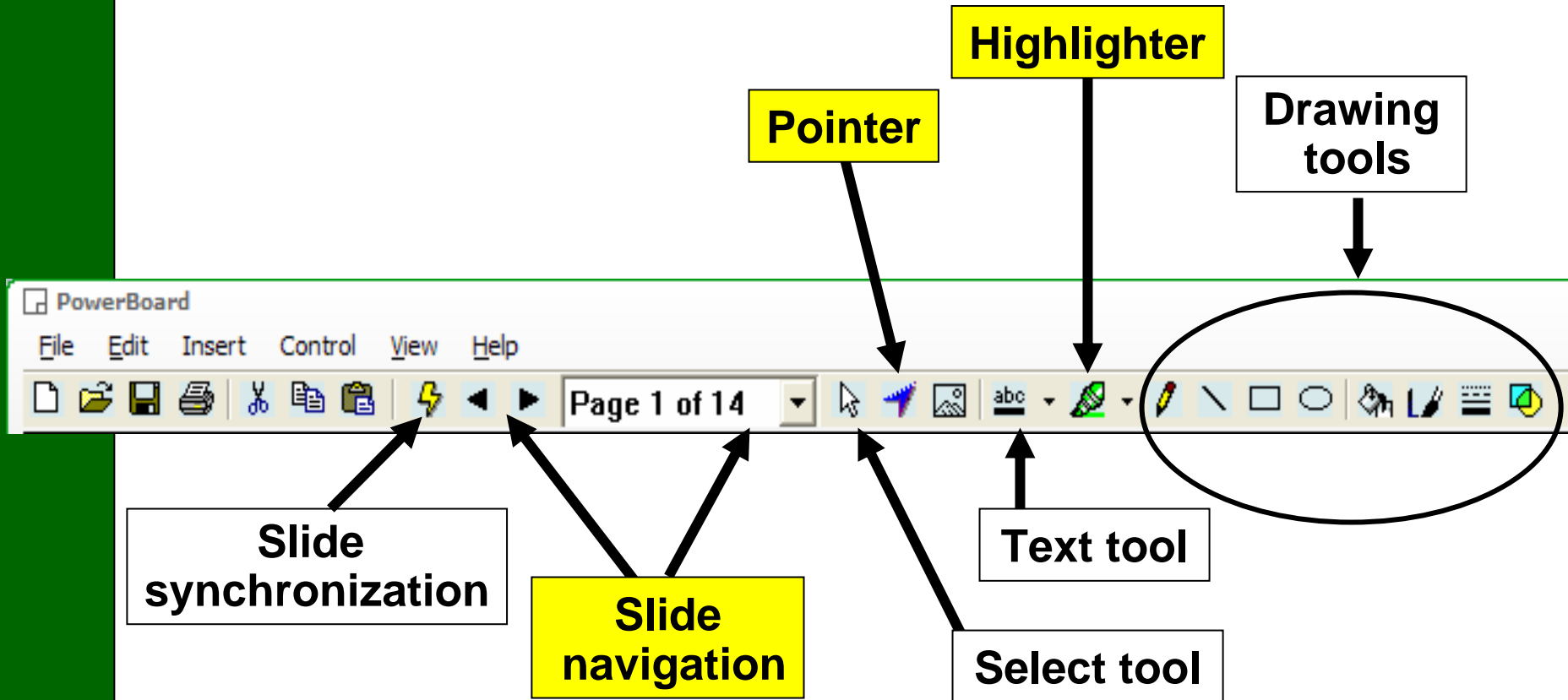
OR

2. Use the Floor Holder button.

Single click your name in the Attendees list, then click the “Take the Floor” button.



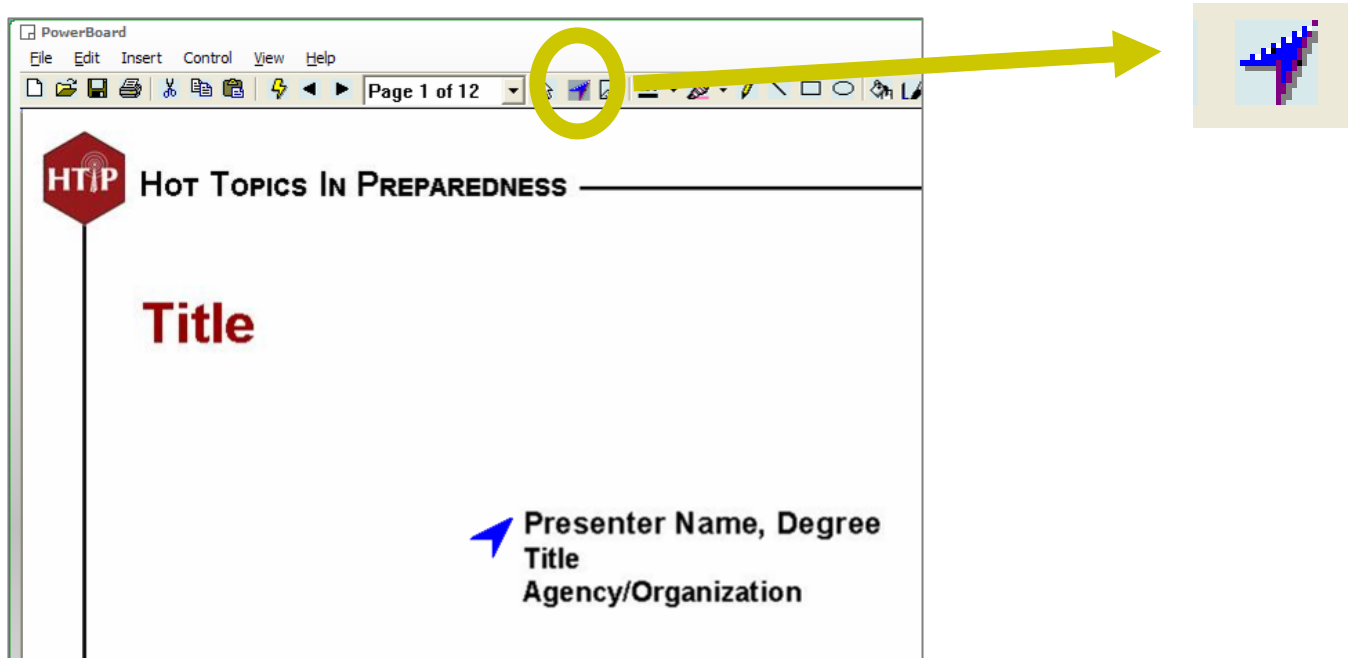
Using the Presenter's Tools



- Tools are only active for the floor holder (presenter)
- Left click on a tool to use it



Using the Pointer (blue)



- Select the Pointer Tool (single click)
- Move your mouse to point your desired location/object. You (presenter) will see black outline of pointer, but participants will not see this moving.
- Single click for participants to see the blue Pointer.



Using the Highlighter

The diagram illustrates the process of using the highlighter tool in PowerBoard. It shows two versions of a presentation slide, with a large black arrow indicating the transition from the initial state to the final state after using the highlighter.

Initial Slide (Left):

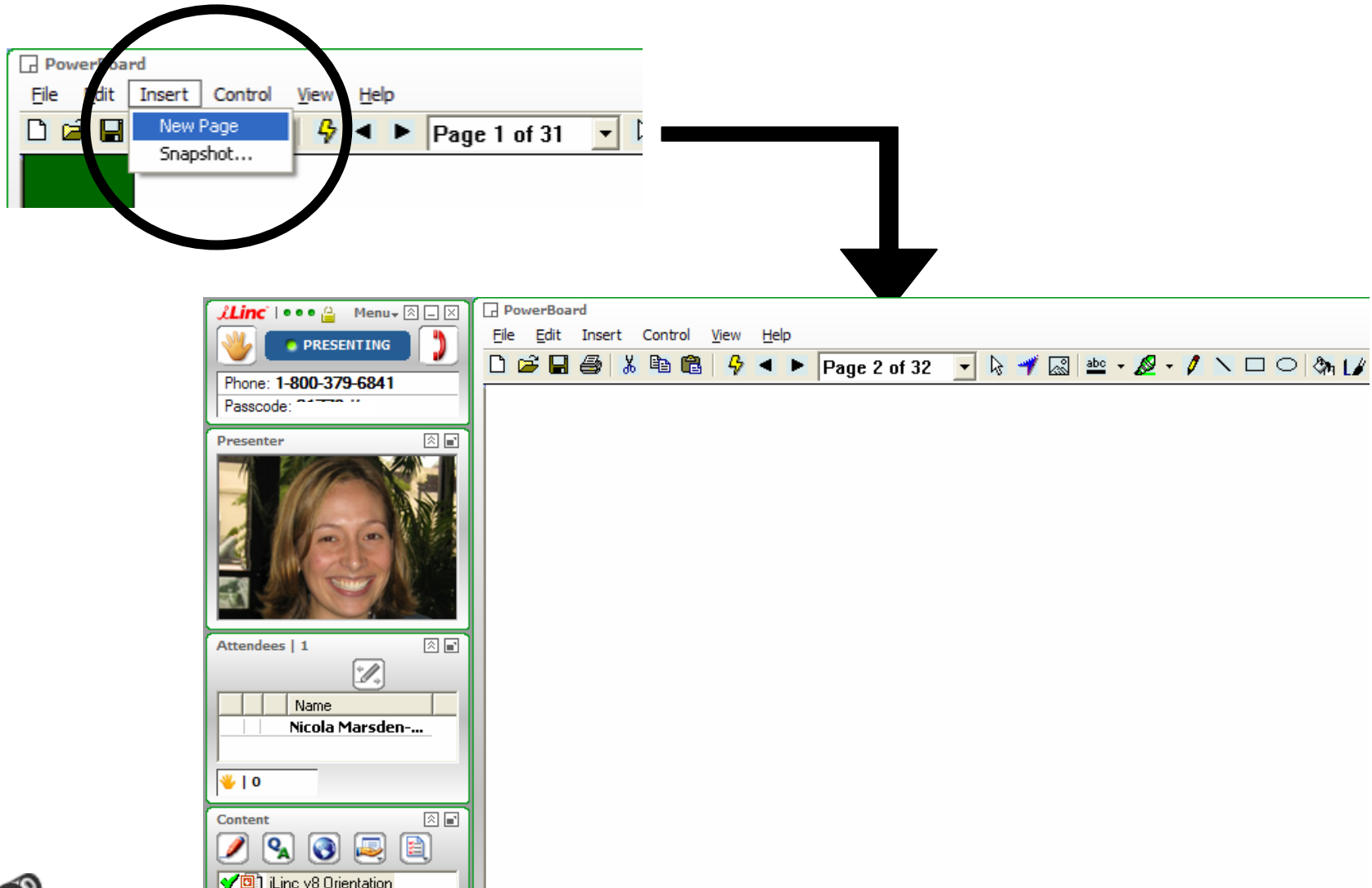
- HTIP HOT TOPICS IN PREPAREDNESS
- Title
- Presenter Name, Degree, Title, Agency/Organization
- For Audio dial: 1-800-379-6841
Passcode: #
- Northwest Center for Public Health Practice

Final Slide (Right):

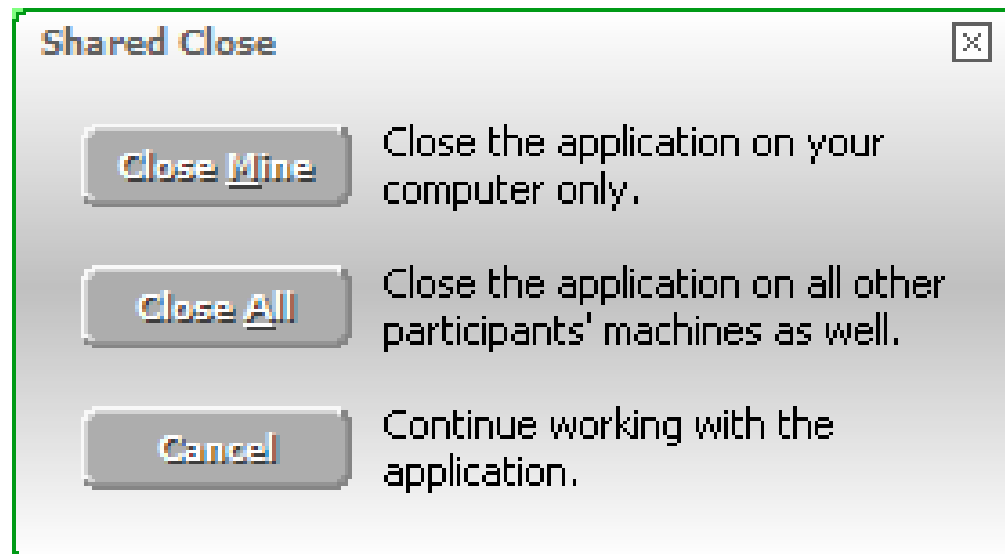
- HTIP HOT TOPICS IN PREPAREDNESS
- Title
- New Color
- Presenter Name, Degree, Title, Agency/Organization
- For Audio dial: 1-800-379-6841
Passcode: #
- Northwest Center for Public Health Practice

The highlighter tool is used to draw a green squiggly line under the word "Title" and to draw a pink squiggly line under the word "New Color".

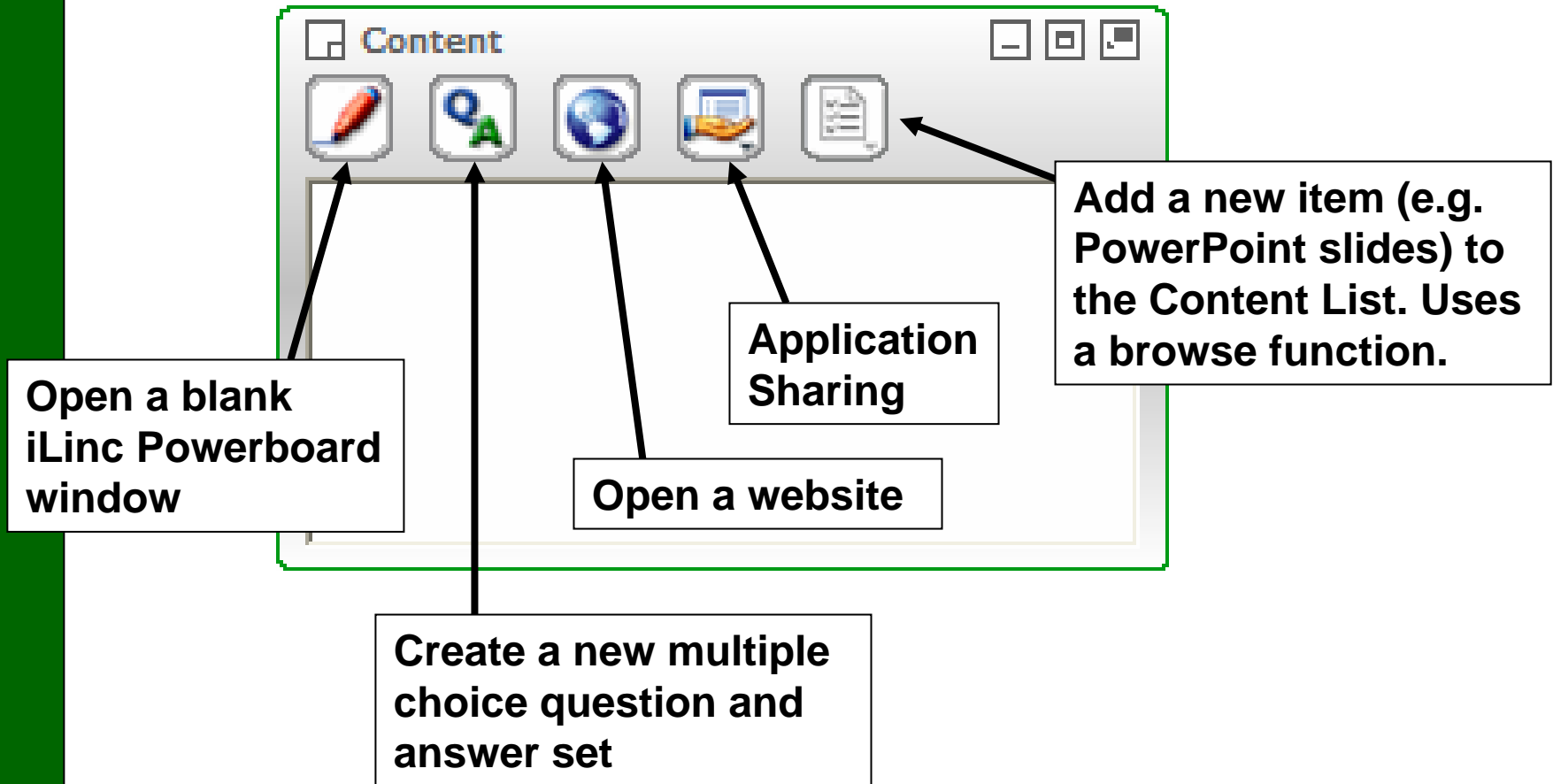
Adding a new slide during the session



Closing the Powerboard

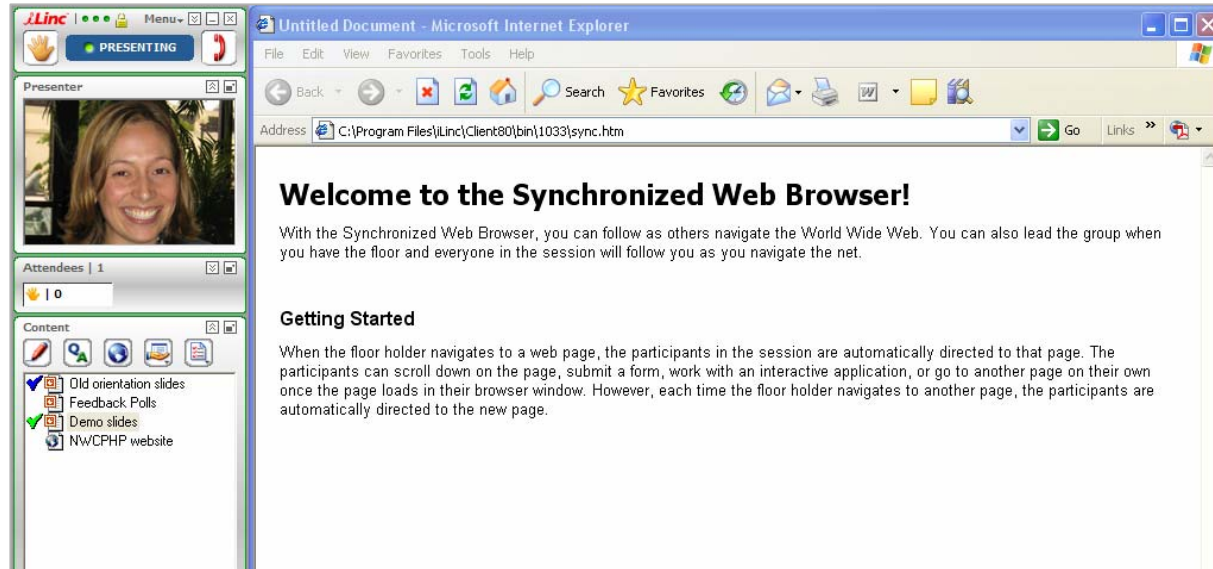


Adding content during a session *



* Note: We recommend loading your content prior to the session.
See "Session Set Up"

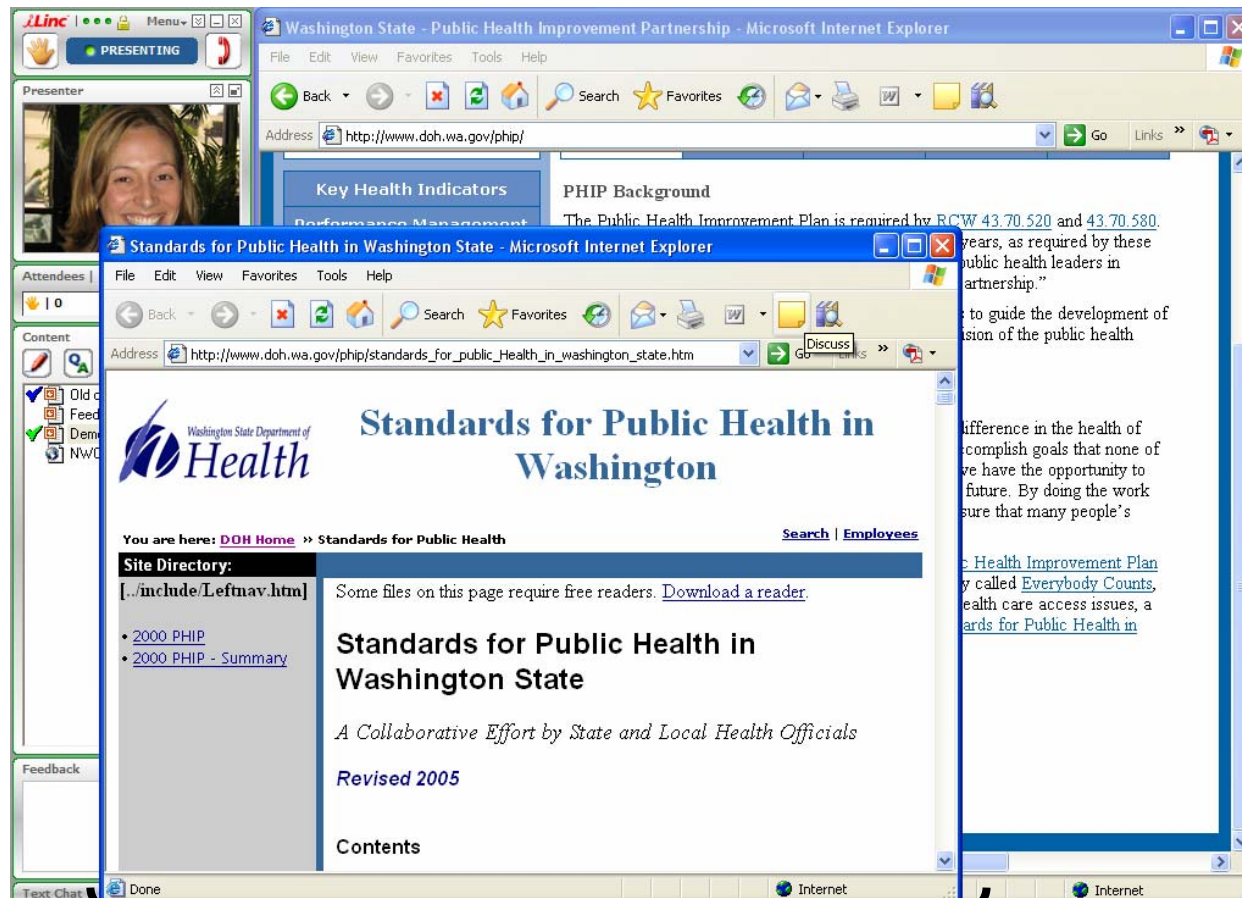
Using Web Browsers



- **Pre-load or open websites on the fly**
- **Type your URL into web browser as usual**
- **Participants will automatically follow your browsing with two exceptions:**
 - **Scrolling down the page is only visible to yourself. Ask participants to scroll on their own.**
 - **If a new window opens, it is only on your machine. You must tell participants to click the link and open it on their machines.**



Website Example



Original website opens within the main iLinc window

New website opens outside of the iLinc window



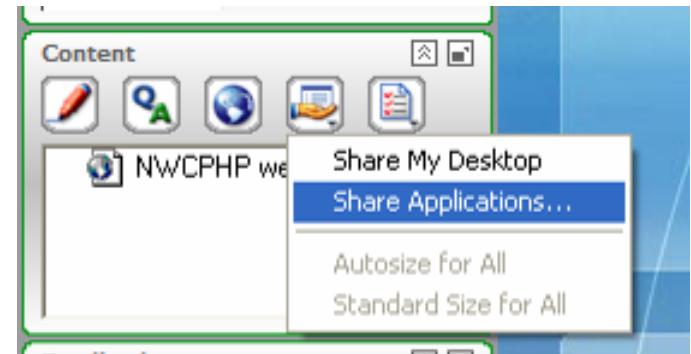
Application Sharing

- Use to show any programs (e.g. Word, Excel, Access, Photoshop) running on YOUR computer to your iLinc audience
- Benefits:
 - You can give control of the program to participants
 - Can share editing of documents and other files
 - Can show websites that require logins the participants don't have
- Drawbacks:
 - Requires more bandwidth
 - Slow performance
 - CAUTION: Any editing, whether by the presenter or other participants, is done directly in the original file on the presenter's desktop. If these changes are saved, they will be save to the presenter's original file on the presenter's desktop.



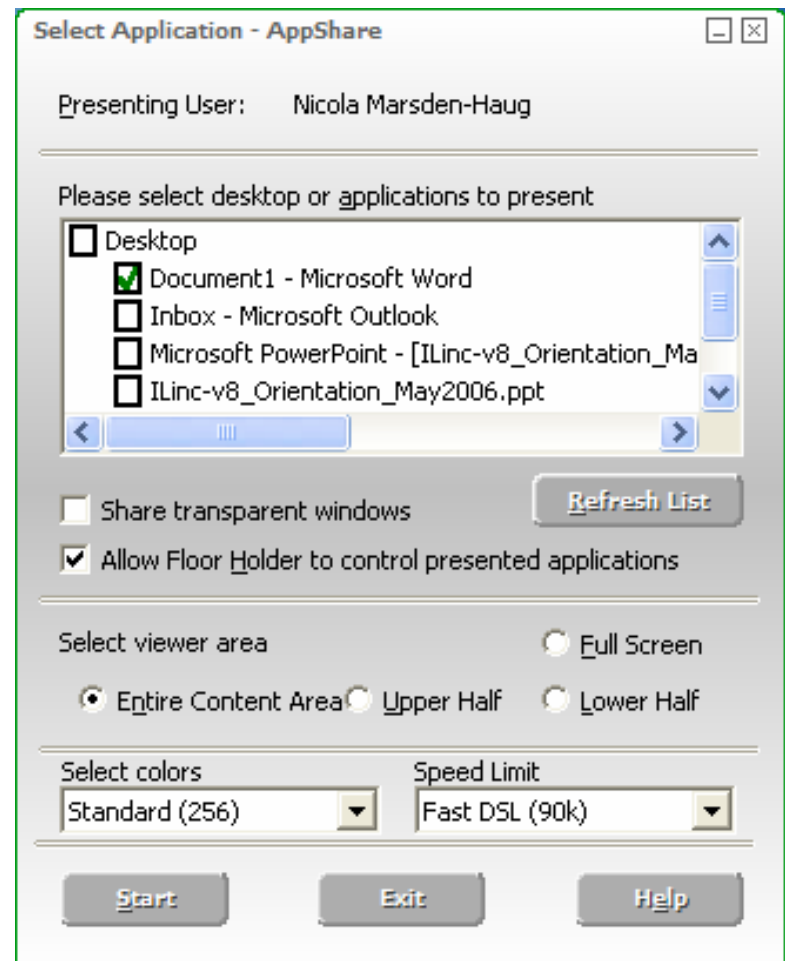
How to use Application Sharing

1. First, you must open the application on your computer.
 - Open as usual; separate from iLinc.
2. Return to your iLinc window and open the iLinc Application Sharing tool
 - Be sure that you have the floor (presenter in control)
 - Click the fourth button (icon) in the content window



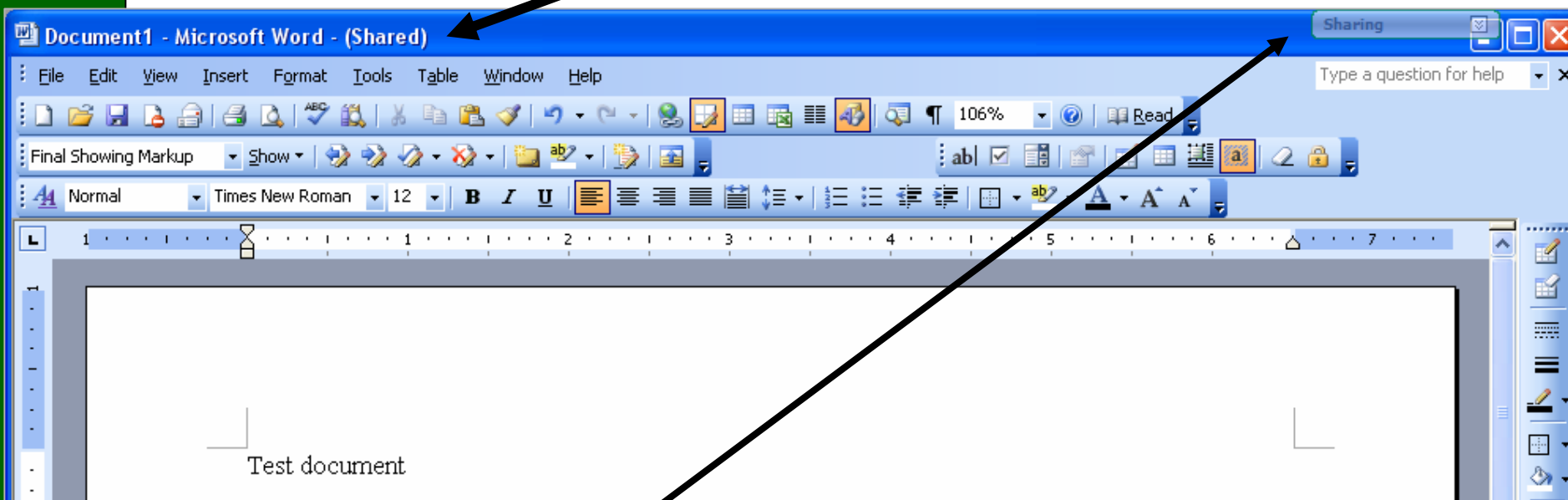
How to use Application Sharing

3. The Application Share window pops up
4. Select the file you want to share from the menu of open items on your desktop. (Use refresh if you opened the application after beginning process).
5. Select viewing options and settings.
6. Then click Start.



Application Sharing

- The open shared application will show “(Shared)” in the file name.

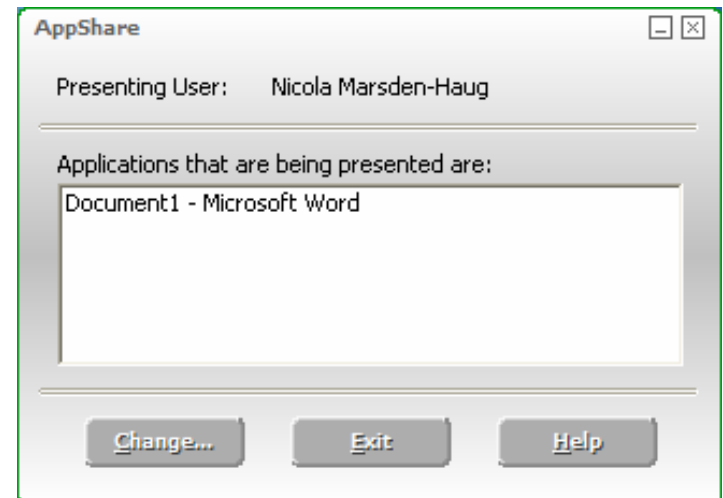


- An iLinc “Sharing” tool bar will be open and showing. (Use down arrow to expand it).



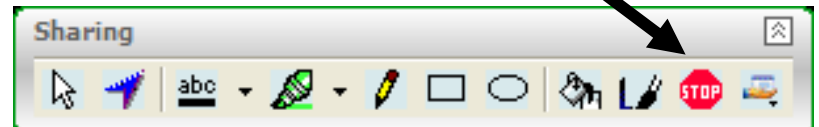
Application Sharing

- All participants can now take turns making changes to the document
- TO EXIT:
 - Click on the AppShare box in your Task Bar (along the bottom of your screen) to view the AppShare window. Click on Exit. Then select “Close All” option.



OR

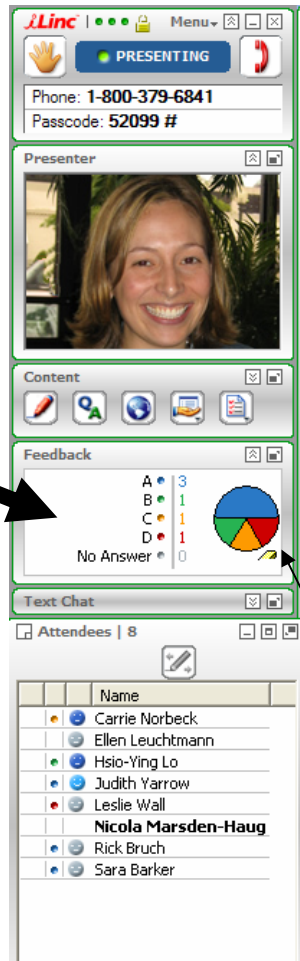
- Click the STOP sign on the sharing toolbar.



Encourage Audience Participation by Using Feedback Polls

Participants
can input
their votes
here!

On the left
toolbar
Not on the slides



The screenshot shows the iLinc software interface. At the top, there's a status bar with 'PRESENTING' and contact information: Phone: 1-800-379-6841, Passcode: 52099 #. Below this is a 'Presenter' section with a video feed of a woman. The 'Content' section shows a toolbar with icons for editing. The 'Feedback' section is highlighted, showing a poll titled 'Which of the following best describes your knee-jerk reaction when you hear the word: "competencies"?'. The poll has four options: A. Smart (3 votes), B. Able to do something (1 vote), C. Irritating (1 vote), and D. Complicated (0 votes). A pie chart shows the distribution of votes. Below the poll is a 'Text Chat' section and an 'Attendees' list with 8 participants.

Name
Carrie Norbeck
Ellen Leuchtmann
Hsio-Ying Lo
Judith Yarrow
Leslie Wall
Nicola Marsden-Haug
Rick Bruch
Sara Barker

Feedback Poll

Which of the following best describes
your knee-jerk reaction when you
hear the word: "competencies"?

- A. Smart
- B. Able to do something
- C. Irritating
- D. Complicated

Poll Results

Question &
answer
choices on
slides



Different Views of Responses

Leader / Assistant

The Leader/Assistant view displays a list of attendees with their names and status icons. Below the list is a feedback summary section showing the count of responses for 'True', 'False', and 'No Answer', along with a pie chart.

Name
Carrie Norbeck
Ellen Leuchtmann
Hsio-Ying Lo
Judith Yarrow
Leslie Wall
Luann D'Ambrosio
Nicola Marsden-Haug
Rick Bruch
Sara Barker

Feedback Summary:

Response	Count
True	5
False	2
No Answer	1

Leaders can view the answer choices for each participant.

Participant

The Participant view displays a list of attendees with their names. Below the list is a feedback summary section showing the count of responses for 'True' and 'False', along with a pie chart.

Name
Carrie Norbeck
Ellen Leuchtmann
Hsio-Ying Lo
Judith Yarrow
Leslie Wall
Luann D'Ambrosio
Nicola Marsden-Haug
Rick Bruch
Sara Barker

Feedback Summary:

Response	Count
True	5
False	2

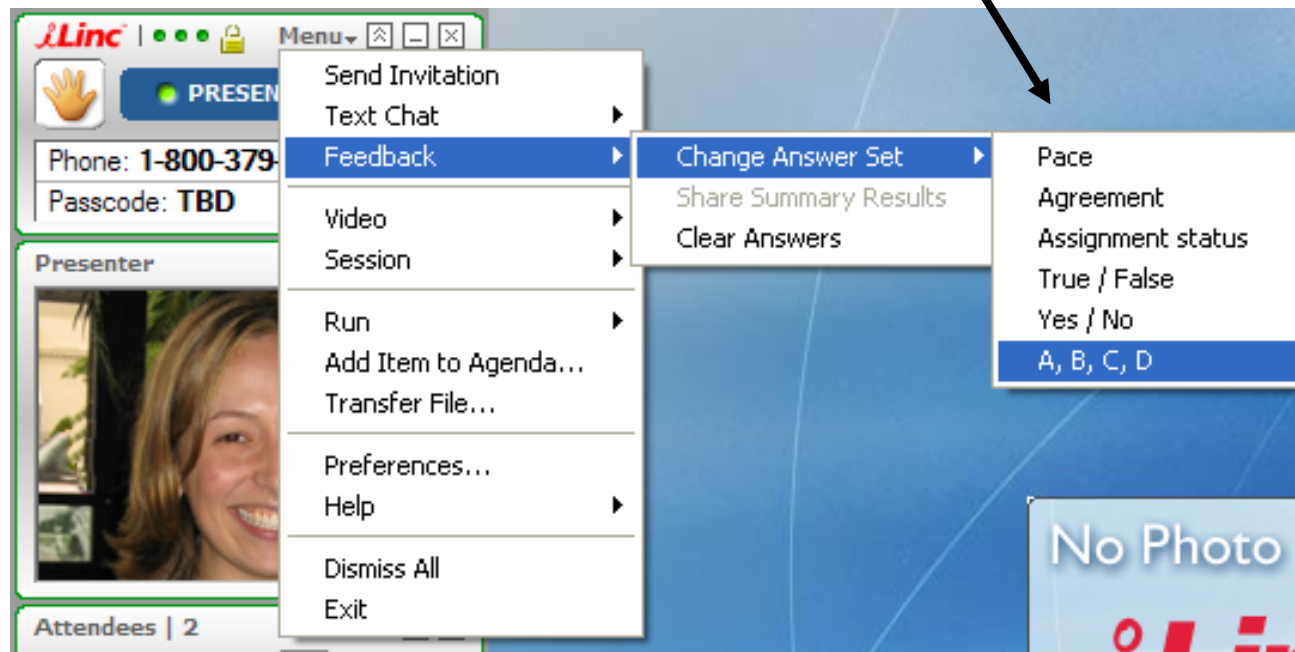
Participants can only see the results in aggregate.



How to open a Feedback Poll

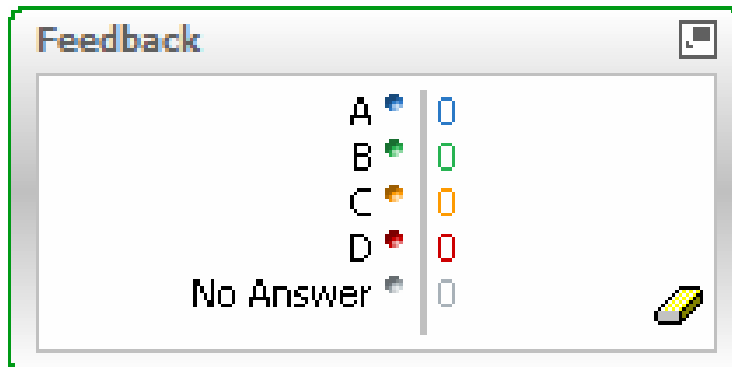
**Bring up a poll by using the Tools Menu
above the iLinc Learner's Palette:**

Tools >
Feedback >
Change Answer Set > *[select type of poll]*



Reminder: Feedback Polling is to the left!

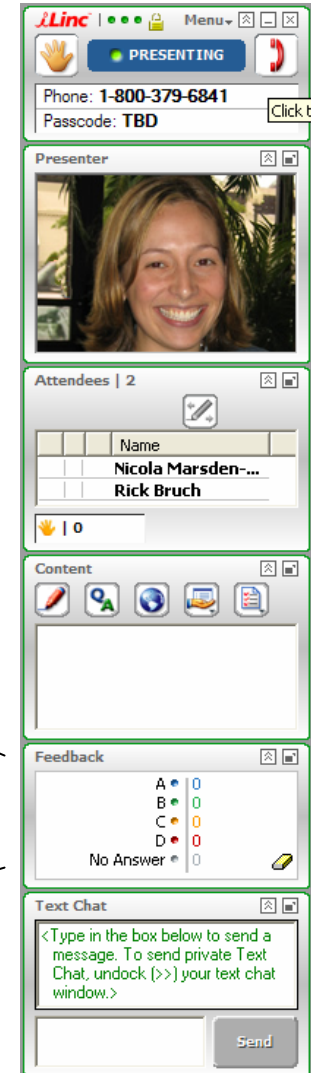
Remind participants to enter their answers on the left toolbar, not on the slides.



The Feedback window displays a list of options with corresponding colored buttons and a count of 0 for each:

Option	Count
A	0
B	0
C	0
D	0
No Answer	0

A yellow eraser icon is located at the bottom right of the window.



The Linc software interface includes the following panels:

- Top Panel:** Linc logo, status indicators, Menu, PRESENTING button, Phone: 1-800-379-6841, Passcode: TBD, and a Click to... button.
- Presenter Panel:** Video feed of a woman.
- Attendees Panel:** List of attendees: Nicola Marsden... and Rick Bruch. A count of 0 is shown.
- Content Panel:** Tools for drawing, erasing, and navigating.
- Feedback Panel:** A smaller version of the Feedback window shown in the previous image.
- Text Chat Panel:** A text input box with a Send button and instructions: "<Type in the box below to send a message. To send private Text Chat, undock (>>) your text chat window.>



Try It: Feedback Poll Example

My state has a great public health system.

- A. Strongly Agree**
- B. Agree**
- C. Disagree**
- D. Strongly Disagree**



How Can Participants Ask Questions?

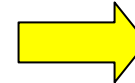
Use the iLinc tools on the left side (Learner's Palette)

Use the Hand Raise icon to indicate to the presenter they have a question. Wait for the presenter to call them by name.

Or...

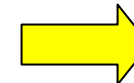
Send a question via Text Chat. Wait for the presenter to read and address the question.

Hand
Raise
Button

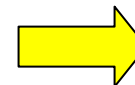


Participant List

Presenters can see whether participants have raised their hands by monitoring the people list.



Text Chat



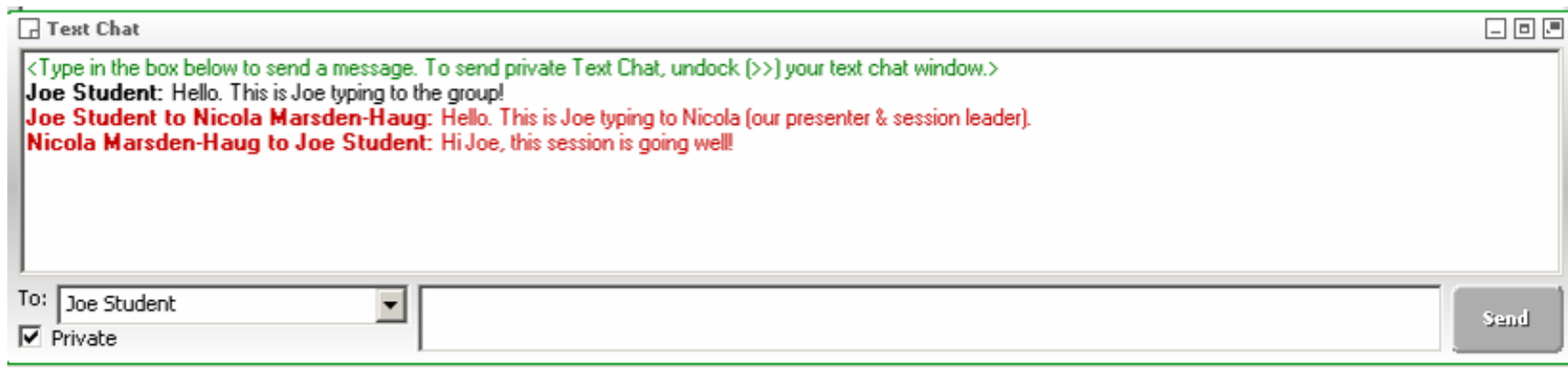
The screenshot shows the iLinc interface with the following components:

- Top Bar:** iLinc logo, status icons, and a Menu button.
- Hand Raise Button:** A button with a hand icon and the text "PRESENTING".
- Presenter:** A video window showing a smiling woman.
- Attendees | 2:** A list of participants. The list has columns for a hand icon, a status icon, and a name. The names listed are "Rick Bruch" and "Nicola Marsden-...". The "Nicola Marsden-..." entry is highlighted.
- Text Chat:** A chat window showing messages from "Nicola Marsden-Haug" ("Please submit your questions via text chat.") and "Rick Bruch" ("Ok, thanks!"). There is a "Send" button at the bottom.



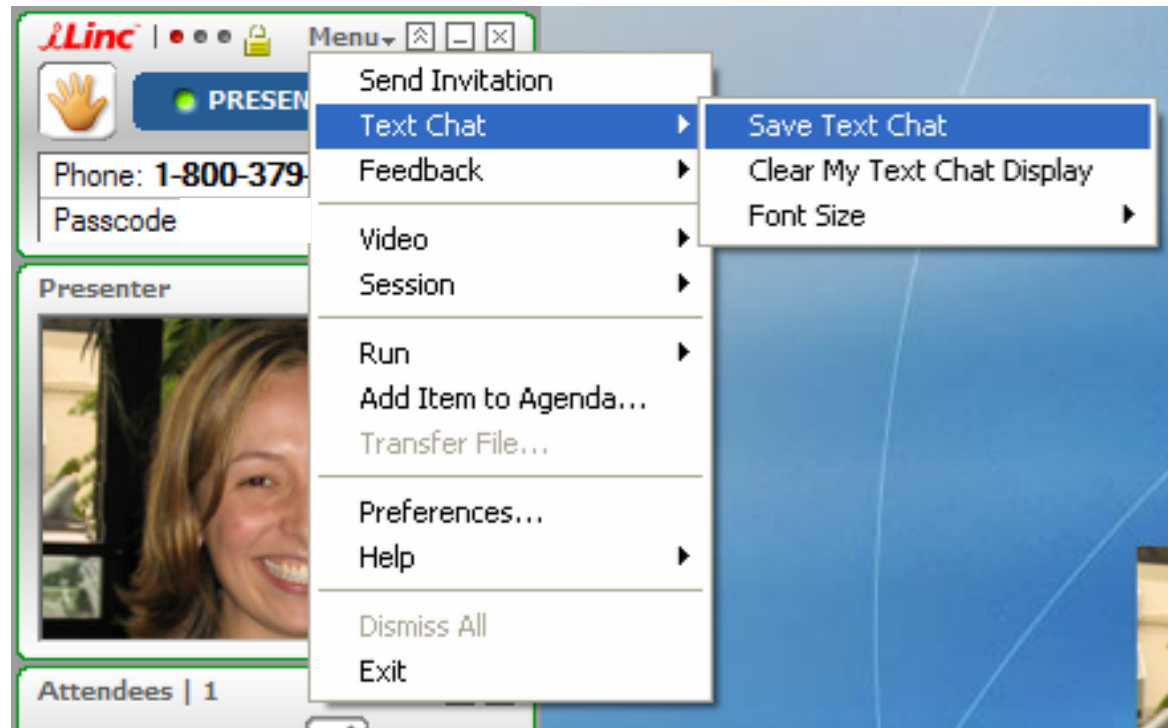
Text Chat

- Option to private chat only visible when Text Chat window is expanded
- Click “Private” check box, then select participant name from drop down menu.



Saving Text Chat

- Menu > Text Chat > Save Text Chat
- Keeps your view of the text chat
 - All public messages
 - Your incoming/outgoing private messages



Tips for iLinc sessions

- Ask participants to **MUTE** their phones except when asking questions to minimize background noise.
- Remind participants to **minimize or close** other programs running on their desktops so that the iLinc windows are not obscured.



How will this work in this collaborative?

- DOH will schedule the iLinc sessions for us
- Nicola will lead the sessions
 - Group participants will take turns taking the floor and sharing their progress with us
- Send your PPT files to Nicola ahead of time
- Use Application Sharing to share Excel, Access, or other non-PPT files with the group

